

INSTRUCTION SHEET

State of Louisiana

LOUISIANA ARCHITECTS SELECTION BOARD APPLICATION - LASB-1, 2007 Edition

A. GENERAL INFORMATION

The purpose of LASB -1 is to provide the Louisiana Architects Selection Board with information to aid in the selection of firms most qualified to perform services for the State of Louisiana. Applicants are encouraged to furnish additional information and photographic reproductions relative to this work. If the applicant elects to use photographs and/or graphic information, these may be reproduced on pages 5 and 6 only. For extensions of numbered parts of this form, the applicant may use only pages 7 and 8.

Only numbered pages 1 through 8 of LASB-1 may be used. The use of any pages other than the numbered pages included in the form **will** cause the application to be rejected.

Applications which do not comply with the LASB-1 Form and these Instructions shall not be considered and shall be rejected.

Applications will be incomplete and not considered unless:

- A) The application has an original signature and the stamp or seal of the professional to contact.
- B) The current edition of the LASB-1 form is used and all requested information is furnished. Failure to answer specific objective questions will result in the rejection of the application.
- C) The application is received by the advertised deadline.

Information provided in this application will become a public record and Facility Planning and Control reserves the right to validate its accuracy. Information found to be inaccurate, false or incomplete shall be grounds for rejecting the application, for Board action to rescind its decision to award the project or for the contracting authority to terminate the contract for architectural services.

B. INSTRUCTIONS FOR NUMBERED ITEMS

The following information is provided to explain more clearly the intent of some of the numbered items to

3. The applicant may be a single firm or a Joint Venture of two or more firms. A joint venture will be considered a single legal entity with all parties having the same legal responsible as if they were all members of a single firm. This will be the case regardless of the terms of their joint venture agreement. **No other association or relationship will be recognized as having any status other than as a consultant to the applicant.** If the applicant is a joint venture, wherever the term applicant is used it will mean all aspects of all joint venture partners combined. For example, the applicant's current workload will mean the combined workload of all joint venture partners. Show "associations" and other relationships as consultants.

4. Show the location of the office that will provide construction contract administration for the project. This office must be staffed and equipped to provide all aspects of construction contract administration and construction close out. The applicants principle place of business should be shown in question 5.

- 5.** If different from 5. LOCAL ADDRESS. This will be considered the applicant's principal place of business.
- 7.** List the name of the architect who will be responsible for this project and the architect's Louisiana license number. The architect's registration must be current.
- 8.** The purpose of this question is to show the number and type of current in-house employees who are available to render substantial service in connection with this work. Do not list consultants or contract service personnel who are not employees of the applicant firm. On page 2, you may use the employee's initials for their first and middle name, but the last name must be spelled out. Part-time employees shall be represented as full time equivalents. Full Time equivalents are expressed as the ratio of the weekly hours worked by the employee and a typical 40 hour work week. For example, if an employee works 20 hours a week, his/her full time equivalent would be .5. Employees that work more than 35 hours a week may be considered full time.
- 9.** The purpose of this question is to give a realistic representation of the firm's current work load. Show the dollar value and number of projects of any and all work on which the firm is currently working. In section "A" divide these between work that is in design and work that is in construction. In section "B," divide them between projects with construction cost over \$500,000 and under \$500,000. It is very important to represent as accurately as possible the firm's actual work load. Use sheets 7 and/or 8 for work that is not conventional design and construction work, such as master planning or programming, or if any other explanation is needed.
- 10.** In five or fewer projects, list those which show the applicant's qualifications for this project. Indicate only that portion of each project for which the applicant was responsible. If any project is listed for which the applicant is not the architect of record, it must be clearly identified as such, properly credited and the applicant's specific responsibilities on the project clearly stated.
- 11.** Count the number of projects listed in item 16. and place the total here. Also show the total cost of all projects in the space provided.
- 12.** This question is for all projects on which the applicant may presently be in litigation, arbitration, or where applicant has previously been held at fault. If the answer to this question is yes, the applicant shall provide an explanation of the problem and the current status on pages 7 and/or 8 of this application.
- 13.** This question calls for information on the key professionals who will be assigned to this project. If the applicant wishes to list more than 4 resumes, use pages 7 and/or 8 of this application.
- 16.** The purpose of this question is to show the number of State of Louisiana projects for which the applicant has been selected in the last 4 years. This question pertains to all direct appointments, Selection Board and Dept. of Transportation and Development projects for architectural and engineering services. Under current phase, show whether the project is in the program, schematic, design development, construction documents or construction administration phase. List estimated completion dates of both the construction documents and the contract administration phases. If more than five projects are listed, the answers to this question shall be continued on pages 7 and 8 of this application.
- 17.** This question is for the applicant to list the five largest non-state projects that are currently under contract. See definition of current phase in the instructions for number 16 above.

18. Failure to clearly identify, properly credit and clearly state the applicant's specific responsibilities in unequivocal terms for any project for which the applicant is not the architect of record shall result in the rejection of the application as stated in Section A., GENERAL INFORMATION.

If the applicant needs additional space for any of these questions, use only pages 7 and 8 of this application.

Copies of this documents may be obtained from:

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